

# Treasury Department,

*Washington, D. C., April 2, 1877.*

*To the Officers and Clerks of the Treasury Department,  
and others whom it may concern:*

Sections 5 and 6 of the Act entitled "*An act establishing post-roads and for other purposes,*" approved March 3, 1877, are as follows:

"SECTION 5. That it shall be lawful to transmit through the mail free of postage any letters, packages, or other matters relating exclusively to the business of the Government of the United States: *Provided*, That every such letter or package, to entitle it to pass free, shall bear over the words 'official business' an endorsement showing also the name of the Department, and, if from a bureau or office, the names of the Department, and bureau or office, as the case may be, whence transmitted. And if any person shall make use of any such official envelope to avoid the payment of postage on his private letter, package, or other matter in the mail, the person so offending shall be deemed guilty of a misdemeanor, and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction.

"SECTION 6. That for the purpose of carrying this act into effect, it shall be the duty of each of the Executive Departments of the United States, to provide for itself and its subordinate offices the necessary envelopes; and in addition to the endorsement designating the Department in which they are to be used, the penalty for the unlawful use of these envelopes shall be stated thereon."

To comply with the provisions of this act, envelopes, printed as required by section 5, will be furnished upon requisition to all officers of this Department, to be used by them in the transmission of their official mail, instead of the official postage stamps supplied by the Department, and now in use. Officers will, however, continue the use of the official stamps until the stock on hand is exhausted, or until July 1, 1877, at which date any stamps remaining on hand, unused, will be returned to the Department, and the account closed.

All envelopes hereafter furnished to officers of the Department, upon their regular requisition for stationery made in conformity to existing circular instructions, will be printed as required by this act. No special requisition for envelopes need therefore be made.

Until further notice, the registry fee on all official matter required to be sent by registered mail may be paid by affixing official postage stamps, in amount equal to the fee, to the package or packages containing such matter. Any officer or employé of this Department, or bureau, or office therewith connected, who shall make use of the envelopes furnished for official purposes as herein provided, to avoid the payment of postage on his private letter, package, or other matter in the mail, shall, in addition to the penalty prescribed in section 5, be liable to dismissal from the service.

*John Sherman*

*Secretary.*



4121

Circular on Official Envelopes  
and Postage Stamps.

John Sherman  
Sec Treasury  
2 April 1877.

1877, #48, Secy's Office.

Act 3. Mar. 1877, §§ 5, & 6.  
Official Envelopes to be  
furnished. Penalty for  
use for private matter.  
Official stamps to be used  
till exhausted or upto July.  
Registration fee.

Rec'd 7 Apr 77.